

Purpose

The purpose of this policy is to establish a procedure for the receipt and distribution of materials.

Policy

Materials are received and distributed in accordance with generally accepted warehousing and material management practices.

Procedures

Receipt of Inventory Material

UDOT 05E-3.1

Note: To provide a consistent process and procedure for receiving Inventory Materials into the Department Warehouses.

Responsibility: Warehouse Personnel

Actions

1. Match the packing slip received from the supplier with the purchase order provided by Purchasing. Note: For materials transferred from a Department Warehouse, match the applicable paperwork with the original request/order.
2. Count the material. Ensure items and quantity received match the packing slip and order information.
3. Resolve any discrepancies between the packing slip, order and material received.
4. Date the packing slip and order, then sign as the responsible party.
5. Record the Commodities and the Purchase Order to the daily log sheet.
6. Forward the Purchase Order to the Inventory Technician for stock material or contact the ordering customer for non stock material. Put stock material into identified inventory locations, perform a shelf count on the existing material. Forward the information to the Inventory Technician.
7. For non stock materials obtain a receipt signature to verify material was disbursed.
8. Forward the information to the Inventory Technician.

Responsibility: Inventory Control Technician

7. Receive material according to Inventory Control Procedures.

Issue of Inventory Material

UDOT 05E-3.2

Note: To provide a consistent process and procedures for issuing Inventory Materials from the Department warehouses.

Transaction procedures are described in the Inventory Control Procedures.

Responsibility: Requestor

Actions

1. Order material using the appropriate transaction depending upon usage. (See Inventory Control Policy and Procedures.)

Responsibility: Warehouse Personnel

2. Material is picked and provided to requestor, signed and dated. Back-orders are noted as required.

Responsibility: Requestor

3. Material is matched with original request and order is signed stipulating receipt of material.

Return to Supplier Policy

UDOT 05E-3.3

Note: The purpose of this policy is to define procedures for returning material to the supplier which has been provided incorrectly.

Responsibility: Supplier

Actions

1. Material is physically provided by the supplier.

Responsibility: Procurement Staff

2. Material is determined to be the incorrect product or does not meet specifications.

Responsibility: Inventory Control Technician

3. Perform research to identify the problem with the material, the date received and, if necessary, decide who received the material.
4. Notify UDOT purchasing and Central Warehouse of the need to return the material.

Responsibility: Warehouse Worker

5. Place the material into the designated "to be returned" area with supporting documentation.

Responsibility: Purchasing

6. The supplier is notified that material is to be returned.
7. If the supplier agrees to accept the return of the material immediately, the exchange path (see below) is followed.
8. If the supplier is unable to exchange the material immediately, purchasing notifies Inventory Control.

Responsibility: Inventory Control

9. The Receiver (RC) document is modified or an Inventory Adjustment (IA) is performed to correct the on hand quantity. Then, the exchange path is followed.

Note: Exchange Path is as follows:

Responsibility: Warehouse

8. Provide material to the supplier with return documentation.

Responsibility: Supplier

9. Pick up the material, sign for receipt of material and provide correct material.

Responsibility: Warehouse

10. Sign for receipt of correct material.
11. Restock correct material.

Return From Region Policy

UDOT 05E-3.4

Note: the purpose of this policy is to define procedures for returning material from the Regions to the Central Warehouse.

Responsibility: Region Personnel

1. Determine material ordered is the wrong item or no longer needed.
2. Contract Central Warehouse Manager. Material can be returned according to the following criteria:
 - A. Material is still used at the Central Warehouse.
 - B. Projected usage is sufficient to meet Central Warehouse Inventory turnover practices.
 - C. Space is currently available to store the quantity to be returned.

(Note: If material does not meet the above criteria, the Region will find either another use of surplus the material.)

Responsibility: Warehouse Manager/Inventory Control

3. If material meets the outlined criteria, authorization is provided to return the material.
4. Determine if material is or is not in Region Stock.
5. If material is in Region Stock, authorization is given for Region to do a Transfer Issue (TI) and it is received by a Transfer Receipt (TR).
6. If material is not in the Region Stock, but a document number is available, a modification to the document is performed and received back into the Central Warehouse Stock.
7. If the material is not in the Region Stock, an Inventory Adjustment is performed to return the material to stock.
8. If material is being returned due to: A) wrong size; B) Wrong Commodity #; C) unit of measure discrepancy or D) wrong item provided, correct material is issued as necessary.

Transfer Issue Modification

UDOT 05E-3.5

Note: The purpose of this policy is to define procedures for performing modifications to the Transfer Issue (TI) Document when material is provided directly to the customer without going through the transfer request process. Procedures to perform original Transfer Issue transactions are outlined in the Inventory Control Procedures.

Responsibility: Warehouse Personnel

1. A problem is material provided directly to the customer through a Transfer Issue (TI) transaction is identified.
2. Perform the modification depending on the problem identified as follows:
 - A. Where the wrong item is ordered by the customer and issued (1) On the original document, modify to zero the wrong item issued; (2) input a new line item for new material; (3) issue the new item; and (4) restock the returned item.
 - B. Where the quantity received is less than or greater than needed (1) return to stock the extra amount ordered or pull the short quantity; (2) if necessary, modify the document to decrease or increase the order amount.
 - C. Where the wrong commodity is issued (1) check the commodity code and description for the item issued; (2) if the commodity code is correct, issue the correct item and restock the incorrect item; (3) if the commodity code is incorrect, modify the line to zero, enter a new line and issued the correct item.
 - D. Where the item provided was delivered wrong by the supplier; (1) return the item to receiving; (2) follow the returns to vendor procedure.

Over the Counter Modification

UDOT 05E-3.6

Note: The purpose of this policy is to define procedures for performing modifications to the Over the Counter (DE) Document. The procedure to perform the original Over the Counter transactions is outlined in the Inventory Control Procedures.

Responsibility: Warehouse Personnel

Actions

1. A problem in material direct charged to the customer through an Over the Counter (DE) transaction is identified.
2. Perform the modification depending on the problem identified as follows:
 - A. Where the wrong item is ordered by the customer and issued (1) on the original document, modify to zero the wrong item issued; (2) input a new line item for new material; (3) issue the new item; and (4) restock the returned item.
 - B. Where the quantity received is less than or greater than needed (1) return to stock the extra amount ordered or pull the short quantity, (2) if necessary, modify the document to decrease or increase the order amount.
 - C. Where the wrong commodity is issued (1) check the commodity code and description for the item issues, (2) if the commodity code is correct, issue the correct item and restock the incorrect item, (3) if the commodity code is incorrect, modify the line to zero, enter a new line and issue the correct item.
 - D. Where the item provided was delivered wrong by the supplier, (1) return the item to receiving, (2) follow the returns to vendor procedure.

Sell of Material to External Entities

UDOT 05E-3.9

Note: To describe the policies and procedures for the sale of inventory materials to outside agencies.

Responsibility: Requestor

Actions

1. Complete/Submit a T-81 supply Requisition to the Central Warehouse. It must include date, name, address, signatures and Requestor's Purchase Order number.

Responsibility: Warehouse Manager/Inventory Supervisor

2. Review the criteria listed below to determine whether the item/items can be furnished by the UDOT Central Warehouse. If the answer is "yes" proceed, if the answer is "no" explain to the requestor the evaluation process and the determined results.
 - A. Does the circumstance of the requestor constitute an emergency?
 - B. Is UDOT mandated by legislative law to furnish the requested material?
 - C. Is the material requested for a UDOT project, and/or will the project be impacted if we do not furnish from UDOT stock?
 - D. Do we currently stock the material?
 - E. Do we have any of the material in stock?
 - F. What are the UDOT user needs?
 - G. Will UDOT users be impacted by this sale?
3. Complete the T-81 coding using the appropriate Organization, Account, Task, Charge ID, Quantity, Code, Material ID and Description.
4. Access the Inventory System. Inquire and record on the T-81 Supply Requisition the current Unit Price of material requested.
5. Extend/record the cost of the sale using the formula below:
Quantity of each item multiplied by the unit price equals the total cost per line item.
Add the total cost per line item and add 17% to arrive at the sale total.
6. Explain to the requestor the actions to arrive at the sale total.
7. Explain the department policy of collecting 17% overhead costs.
8. Pull the items from the shelf and furnish to the requestor along with the pink copy of the FI-125 Over the Counter Transaction.

9. Submit the original and the yellow copy to the Inventory Technician.

Responsibility: Inventory Technician

10. Separate the original from the yellow copy. Process the original as an issue from the Central Warehouse. Stamp the yellow copy "Accounts Receivable" and send to be data entered.